

# Georgia Association of Training, Employment and Supports

**Board of Directors Quarterly Meeting**  
Bobby Dodd Institute – Eastside Campus  
125 Clairemont Avenue – Decatur, GA 30030

July 26, 2019

## **Board members present:**

Dave Ward	Meredith Champagne (via phone)
Lynn Smith	Larry Gluth
Fontaine Huey	Mike Wilson (via phone)
Myndi Kuhlman	

## **Other GATES Members and Guests:**

Joel Prawucki  
Shawn Pursley  
Dawn Randolph  
Charles Hall

### **I. Call to Order & Approval of Agenda**

A quorum of the Board membership was established. President Ward commenced the Board of Directors meeting at 9:34 AM.

### **II. Approval of Board Minutes**

President Ward called for approval of May 1, 2019 minutes. On a motion by Larry Gluth and second by Lynn Smith the minutes were approved as presented.

### **III. Committee Updates**

#### **Financial**

Mike Wilson, Treasurer, and Charles Hall, GATES CEO provided financial updates. Hall outlined the current financial statements noted a projected gross revenue of \$5.5 million with almost \$800,000 in operational expenses. GATES is projecting a small loss for the year of approximately \$3,000. GATES did have unbudgeted expenses this year for the strategic planning consultant and GISN's revenue was lower than budgeted projections.

The Finance Committee presented the proposed FY20 Budget for Board review. The budget projects an 8.2% increase in GEPS products/service sales. GISN sales is projected to be flat due to a reduction in GVRA A/I assignments. Overall operational expenses for 2020 is expected to increase only \$29,721, with a Net Income projected for FY20 to be approximately \$24,380.

The Board discussed how to use metrics and what metrics to use in determining future financial goals.

On a motion by Myndi Kuhlman and second by Larry Gluth the 2020 GATES budget was approved.

**Strategic Planning Task Force:**

President Ward called on the Task Force Chairs to report on activities,

**Education** – Lynn Smith reported on identifying speakers and training topics. They will look for presentations and roundtables to focus on specific audiences such as parents, caregivers, etc.

**Finance and Operations** – Fontaine Huey reported on conference call with committee discussing membership categories and should all five categories be retained based on strategic plan goals. At the next board meeting the committee will propose two new categories within institutional membership.

**Advocacy** – Dave Ward reported on need to continue strengthening relationship with legislators and elected officials. The committee is hoping to connect with Dawn Randolph regularly to keep leaders up to date.

**Legislative UPDATE:**

Dawn Randolph reported not a lot happening policy wise due to the summer. Fontaine Huey asked about the current budget and if GVRA's administrative budget was cut. Dawn clarified there were no cuts of federal dollars at all. The decrease in personnel dollars were state dollars (*this was before the Governor announced the 4% budget cut across the Board*).

**GEPS/State Use Program Report:**

Shawn Pursley updated the Board on the State Use program and reviewed the contract status report. He reported GEPS currently had three contract awards pending. Announcement would be made in August.

**GISN Report:**

April Smith, GISN Manager, was not able to attend the BOARD meeting and Charles Hall reported in her place. GISN has now completely installed the new assignment software system, GridCheck. This is helping to make interpreter assignments much more efficient. In addition Hall reported GISN is fully staffed and has two assignment coordinators that are deaf.

**GVRA Contracts:**

Upon a report from Charles Hall that GATES expected to have three contracts with GVRA in FY20. Hall asked for approval from the BOARD to enter into two of the contracts to provide interpreting services to GVRA clients and staff, and to provide marketing services for the State Use program for the third contract. On a motion from Fontaine Huey and second from Lynn Smith the contracts were approval.

**NEW BUSINESS:**

**Calendar for the year:**

Hall presented a meeting calendar for the year with GATES Board Meetings on,  
October 25, 2019  
January 31, 2020  
April 24, 2020  
June 12, 2020 – Annual Meeting  
July 24, 2020  
October 23, 2020

On a motion by Larry Gluth and second by Fontaine Huey the Board approved those dates for the FY20 Board meeting calendar.

**Whistleblower Policy:**

The Board reviewed the GATES Whistleblower Policy. On a motion by Lynn Smith, second by Myndi Kuhlman the Board approved continuation of the policy.

**Conflict of Interest Policy:**

Charles Hall reviewed the GATES Conflict of Interest Policy with the Board. He noted all Board members should sign a conflict of interest statement annually and passed of the forms. There were no questions or ‘conflict of interest’ disclosures made.

There being no further business to come before the Board the meeting was adjourned.

The next quarterly Board of Directors meeting is scheduled for October 25, 2019 with the location to be determined.

Respectively Submitted,

Leigh McIntosh,  
Secretary of the Board

Minutes prepared by,  
Charles Hall  
CEO, GATES